

3. Filling instructions

Sheet Name	Instructions
Sheet1	<ul style="list-style-type: none">• This file is pre-populated with system-generated data exported from the Fact PCF table. Do NOT modify any system-generated columns (all columns except validation_input and comment).• The only two fields to be filled in by the Process Owner are:<ul style="list-style-type: none">– validation_input: must be either YES (PCF value is validated) or NO (PCF value is rejected). This field is mandatory for every row.– comment: optional free-text justification, particularly recommended when validation_input = NO (e.g. "[NFP] Not a finished product", "[BLC] balance gap not explained", "[MBL] Mass Balance").• Rows where validation_input is left blank will not be processed.• Do not add or remove rows or columns.• Previous validation history columns (last_validated_value, last_pcf_final, pcf_ID, last_validated_comment, validation_insert_date) are provided for reference only – do not modify them.• Duplicate rows will be rejected during data upload. Ensure no duplicate entries are present..

4. Maintenance best practices

Please comply with the following instructions to maintain the file:

- Always keep the original structure (do not add/remove columns without approval).
- Update only the necessary fields.
- Save a backup copy before any major changes.
- Respect data confidentiality.

5. Contact Points

File owner	Hubert Sizaret
Technical Support	Camille Faure Laëtitia Arantes

The data owner will receive the error file by email and will be responsible for making any necessary manual corrections. For any questions or issues, please contact the responsible person listed above. Please strictly follow these guidelines to ensure data quality and reliability.